

AGREEMENT BILLING SCREEN

- The “List Bills” screen is used to manage bills for a particular agreement document.
- Information at the top of the screen displays agreement related information.
- Lists bills that have been previously generated for viewing / editing.
- Allows editing of Dollar Allocation and Billing Information.
- Bills are also generated from this page.

List Bills

The following list displays all bills that have been entered into the ACMS system for this agreement document. To generate bills, click the Generate Bill button. Click Dollar Allocation to allocate dollar amount to bill categories. Click Billing Info to enter billing information to be displayed on the generated bills.

Agreement Number: 06-1000-09809-RA
Accounting Code: 6521001001
Cooperator: A-Mark Pest Management

2 items found.

ID ^	Bill Number -	Period/Quarter -	Bill Total -	Billing Date -	Status -	Action
110803	1000-6002	3	32.12	2006-04-13	Processed	
110825	1000-6003	3	57.78	2006-04-14	Processed	

Generate Bill **Dollar Allocation** **Billing Info** **Cancel**

Generate Bill

Previously Generated Bills

Agreement Specific Billing

The following options are available for previously generated bills:

- **View Bill:** Show printable bill report.
- **Revert Bill:** Reverses the bill. Ledger lines are released so they can be billed again.
- **Edit Bill:** Edit general bill information such as dates of service, billing date, and comments.
- **Bill History:** Display edit history of Bill. Can see who created and edited the bill last.

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View Bill

Revert Bill

Edit Bill

Bill History